

PERSONNEL AND TRAINING BUREAU

NOTICE
1.12

June 12, 2012

TO: All Sworn Personnel

FROM: Commanding Officer, Personnel and Training Bureau

SUBJECT: LIMITED TOUR ASSIGNMENT FOR SWORN PERSONNEL ASSIGNED TO TRAINING DIVISION, AND RECRUIT TRAINING, TRAINING DIVISION

The purpose of this Notice is to inform all Department personnel of the implementation of a Limited Tour Assignment for all sworn Lieutenants and below assigned to Training Division, and Recruit Training, Training Division.


The Limited Tour Assignment shall not exceed a period of five years and the effective date shall be from the date of transfer. The Limited Tour shall be five years cumulative regardless of the individual assignment worked. An employee may be granted an extension for up to 26 deployment periods with the recommendation of the employee's commanding officer and the written approval of the Commanding Officer, Personnel and Training Bureau. Any deviation from the seven year limitation must be based on extenuating circumstances and shall be approved by the Director, Office of Administrative Services. Additionally a new five year tour shall begin if an employee transfers or promotes out of Training Division, or Recruit Training, Training Division and subsequently returns as a result of being selected for a new assignment.


Note: All sworn employees who are currently assigned to Training Division and Recruit Training, Training Division would be exempt from this directive. Additionally all sworn employees who were transferred out of Training Division, or Recruit Training, Training Division, on the Transfer Order dated July 18, 2010, as a result of managed attrition would also be exempt from this directive.

All Department personnel shall be reminded upon completion of one of the aforementioned assignments the employee will be reassigned to another position. If assigned to an advanced paygrade position and not accepted for assignment to another position at the same paygrade level, the employee will be reassigned to a position at a lower paygrade level.

Any questions or concerns regarding this matter may be referred to Lieutenant Lynette Veazie, Adjutant, Personnel and Training Bureau, at (213) 486-7089.

APPROVED:


TERRY S. HARA, Deputy Chief
Commanding Officer
Personnel and Training Bureau


STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

DISTRIBUTION "A"